

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

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PHONE (920) 448-4015 FAX (920) 448-6221

## "PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby  
given to the public that the following meetings will be  
held

THE WEEK OF DEC. 28, 2009—JAN. 1, 2010.

### MONDAY, DECEMBER 28, 2009

\*6:00 p.m. Land Conservation Subcommittee  
\*6:30 p.m. (approx.) Planning, Development & Transportation

Room 161—UW Extension  
1150 Bellevue Street

### TUESDAY, DECEMBER 29, 2009

(No Meetings)

### WEDNESDAY, DECEMBER 30, 2009

(No Meetings)

### THURSDAY, DECEMBER 31, 2009

(No Meetings)

### FRIDAY, JANUARY 1, 2010

(No Meetings — HAPPY NEW YEAR!)

#### **\*Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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LAND CONSERVATION SUBCOMMITTEE

Norb Dantine, Chair  
Dave Kaster, Vice Chair

Bernie Erickson, Mike Fleck, Dan Haefs, Norbert Vande Hei(FSA)

**LAND CONSERVATION SUBCOMMITTEE**

**Monday, December 28, 2009 @ 6:00 p.m.**

**Room 161, UW-Extension**

**1150 Bellevue Street**

- I. Call meeting to order.
  - II. Approve/modify agenda.
  - III. Approve/modify minutes of Land Conversation Subcommittee of October 26, 2009.
- 
1. Update on Animal Waste Storage Permit for N.E.W. Organic Digestion, LLC, 6601 County Road R, Denmark, Wisconsin (Attachment: Letter from Conestoga-Rovers and Associates NEW Organics)
  2. Land and Water Conservation Department Monthly Budget Update (11/30/09) (To be distributed at meeting)
  3. Wisconsin Working Lands Initiative – Power Point Presentation by Aaron Schuette, Conservation Compliance requirements by Jim Jolly.
  4. Grant Application Review (#09-47): Review and approval of Great Lakes Restoration Imitative grants application – Pre Proposal for Total Maximum Daily Load project for Brown, Outagamie and Calumet Counties. (Attachment 2009 pre -proposal Ag BMPS TMDL; LFox Luse Watershed boundaries; LFox SWAT sub watershed yields)
  5. Grant Application Review (#09-48): Review and approval of Great Lakes Restoration Imitative grants application – Pre Proposal for Baird Creek Riparian Projection Project.
  6. Grant Application Review (#09-48): Review and approval of Great Lakes Restoration Imitative grants application – Pre Proposal for West Shore Pike Habitat Restoration Project – Jim Jolly.
  7. Director's report.
  8. Such other matters as authorized by law.

Norb Dantine, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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## Brown County



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### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Mike Fleck, Vice Chair

Norbert Dantine, Dave Kaster, Dan Haefs

### **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Monday, December 28, 2009**

**Approx. 6:30 p.m. (Following Land Con Subcmte)**

**Room 161, Ag & Extension Center**

**1150 Bellevue Street**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of the November 23, 2009.
1. Review minutes of:
  - a) Harbor Commission (October 12, 2009).
  - b) Planning Commission Board of Directors (October 7, 2009).
  - c) Planning Commission Board of Directors (November 4, 2009).
  - d) Transportation Coordinating Committee (September 14, 2009).

### **Planning and Land Services**

2. Contract with Advance (Referred from September PD&T).

### **Land Information Office**

3. Grant Application Review (#09-45): The National Map: Imagery and Elevation Maps under ARRA.
4. **Planning Commission** Budget Status Financial Report for October 31, 2009
5. **Property Listing** Budget Status Financial Report for October 31, 2009

### **Zoning**

6. Budget Status Financial Report for October 31, 2009.
7. Request to Fill Vacancy: Sanitary Inspector.
8. Discussion and Action regarding Implementation of the POWTS Maintenance Program.  
(Motion at October PD&T: To approve Option 1 Option D – that POWTS owners must have completed an ESI and returned to BC Zoning by December 31, 2015 (extended from 2013); and Option 1 Suboption E – that holding tanks and mounds be completed first.) *Motion at October County Board: Refer to December Planning, Development & Transportation Committee as per the County Board on 10/21/2009.*

### **Highway/Planning Commission**

9. Updates on CTH GV (standing item).

### **Highway**

10. November, 2009 Budget to Actual.
11. LED Traffic Signal Maintenance: If Brown County maintains the LED traffic signals, how are they being maintained.
12. 6 Year County Highway Improvement Plan 2011 to 2016.
13. Approval of the County taking ownership of the frontage road connection from CTH EB to CTH J.
14. Request to Fill Vacancy: 1<sup>st</sup> Mechanic – Highway Department.
15. Director's Report
  
14. **Airport** Budget Status Financial Report for November 30, 2009.
15. **Register of Deeds** Budget Status Financial Report for November, 2009.
16. **UW-Extension** Budget Status Financial Report for October 31, 2009.

### **Port and Solid Waste** – No agenda items.

### **Other**

17. Audit of bills.
18. Such other matters as authorized by law.

Bernie Erickson, Chair

### **Attachments**

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Word97/agendas/plandev/November23\_2009



# DECEMBER 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Public Safety 5 pm Ed & Rec 5:30pm		
		1	2	3	4	5
	Executive Cmte 6pm	Vets' Recognition- 5:15pm				
6	7	8	9	10	11	12
			EMS 1:30pm / Special Exec Cmte 5:30 pm / Human Svcs Cmte 6 pm / Board of Supervisors 7pm	Facility Master Plan SubCmte- 5:15pm		
13	14	15	16	17	18	19
		Administration Cmte 5:30pm		Christmas Eve	MERRY CHRISTMAS	
20	21	22	23	24	25	26
	Land Con 6pm Plan Develop & Trans 6:30pm			New Year's Eve		
27	28	29	30	31		



# January 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Happy New Year!	
					1	2
			Public Safety 5pm	Ed & Rec 5:30pm		
3	4	5	6	7	8	9
	Executive Cmte 6:00 pm	Vets' Recognition 5:15pm				
10	11	12	13	14	15	16
			Board of Supervisors 7:00 p.m.	Facility Master Plan 5:15 pm.		
17	18	19	20	21	22	23
	Land Con 6pm Plan Dev & Trans 6:30 pm	Criminal Justice Coord Bd 3:30pm	Human Svc Cmte 6pm	Admin 5:30 pm		
24	25	26	27	28	29	30
31						

## **BROWN COUNTY COMMITTEE MINUTES**

- **Aging & Disability Resource Center Board (December 10, 2009)**
- **Emergency Medical Services Council (December 16, 2009)**
- **Housing Authority (December 17, 2009)**

**To obtain a copy of Committee minutes:**

**[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)**

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**

**December 10, 2009**

**PRESENT:** Patricia Finder-Stone, Tom Diedrick, Libbie Miller, Keith Pamperin, Bill Clancy, Steve Daniels, Donajane Brasch,

**EXCUSED:** Grace Aanonsen, Pat Cochran, Judy Parrish

**ALSO PRESENT:** Ms. Archambault Archambault, Arlene Westphal, Devon Christianson, Debra Bowers, Diana Brown, Steve Maricque

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** No introductions were needed.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

**ADOPTION OF AGENDA:** A motion was made by Ms. Miller and seconded by Supervisor Clancy to adopt the December 10, 2009 agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 22, 2009:** Mr. Pamperin moved and Ms. Miller seconded to approve the minutes of the regular meeting of October 22, 2009. **MOTION CARRIED.**

**COMMUNICATION FROM WILLIAM PECK – LETTER TO COUNTY BOARD RE: END OF COMPUTER CLASSES AT ADRC:** Ms. Archambault presented the letter from William Peck, NWTC computer instructor, regarding his concern about the computer classes no longer being able to be held at the ADRC location. Ms. Archambault stated the participants of the class signed the letter as well. Ms. Archambault stated that the change in classroom availability does not impact a great number of people and that other locations are available for the classes to be held. She stated that the ADRC needs to expand our office space to accommodate our increasing responsibilities as an ADRC making renovating space a necessary task.

**FINANCIAL REPORT:**

**A. APPROVAL OF OCTOBER FINANCE REPORT:**

Ms. Archambault reviewed the financial report and stated the agency is on target with our current budget. Ms. Archambault called attention to line 8-9-10 that lists special grants the agency has received and is working on. She stated these funds will be expended as required.

Ms. Archambault noted that the MA claiming dollars received are much higher than anticipated and that Title III funds will be spent before the end of the year.

Mr. Pamperin asked if there are any additional funds for the nutrition program. Ms. Archambault explained that stimulus funds are available in next years budget and that we are anticipating and planning for the loss of those funds for 2011. Some of the current discussion surrounding planning for the loss of stimulus funds in 2011 include:

- Getting volunteer input on what things might be possible to reduce while continuing to support their valuable contribution as volunteer drivers.

- Asking HBM drivers how they might view the ADRC not providing a free meal when they drive a route.
- Reviewing all ways we can reduce costs and get input from as many people as possible.

Supervisor Clancy noted that it was unfortunate that the shrinking budgets require a reduction in volunteer recognition and support. Ms. Archambault stated that she has been told that the budget looks additionally challenging for 2011 as well. Ms. Miller moved to approve the finance report. Ms. Brasch seconded. **MOTION CARRIED.**

#### **B. APPROVAL OF RESTRICTED FUNDS:**

There were no Restricted Funds.

#### **PERSONNEL COMMITTEE REPORT:**

**A. APPROVAL OF PANDEMIC FLU POLICY** – Mr. Diedrick stated the Personnel Committee reviewed the H1N1 Policy and the committee is recommending board approval. The policy would only go into effect if the County Executive would declare a H1N1 emergency exists in Brown County. Ms. Archambault explained that this policy would allow her to send staff home should they be ill and come into work. It would also allow the director and/or board chairperson to waive the requirement that an employee needs a physician's signature before returning to work. Typically during times of pandemic flu the doctors do not want individuals to come into the office to infect other people in the waiting rooms. Mr. Pamperin moved to approve the policy. Ms. Miller seconded. **MOTION CARRIED.**

**B. USE OF CASUAL DAY BENEFIT** - Ms. Archambault explained that the ADRC staff receive five casual days that they must use whenever they call in due to illness. If staff do not use the five days in a calendar year, they are paid out in January and are not allowed to carry days over into the next year. If the furlough days remain in the 2010 budget, Ms. Archambault is proposing that staff not be required to use casual days for illness but have the option of using a vacation or personal day if they so choose. For some staff, required furlough days will have a great impact on their personal budgets and this flexibility in using their benefits may ease some of the burden. Mr. Pamperin moved to approve the policy. Ms. Miller seconded. **MOTION CARRIED.**

**C. EVALUATION OF DIRECTOR** - Mr. Diedrick stated that the Personnel Committee had a closed session on December 4<sup>th</sup>, 2009 to complete the Directors personnel evaluation. The committee gave Ms. Archambault a positive review and thanked her for all the good work she does on behalf of the agency. Committee members stated that they are concerned about anyone being able to replace all of her knowledge and leadership. They have asked Ms. Archambault to put together a succession plan to look toward the short and long term goals of the agency. Ms. Archambault stated she will be developing a plan, not only for herself but also for the other key management staff at the agency.

**I&A UPDATE:** Ms. Christianson handed out the Collaboration Report of the ADRC, Crisis Center and 2-1-1. The report includes information regarding the agencies' top ten topics/issues, referrals and unmet needs. She reviewed the data and charts listed and the importance of this partnership. She discussed the continued challenges and rewards of



working together. Brown County is a service rich community and there are more than 800 entries in our community services database. Our collaboration means that providers only need to respond to requests for updates from one organization. Ms. Christianson also described the increase in walk in traffic at the ADRC and the models that unit is trying in order to accommodate the increase in volume.

**APPROVAL OF 2010 s.85.21 SPECIALIZED TRANSPORTATION GRANT:** Ms. Archambault reminded board members that the budget for these programs had been approved during our regular budget process. The s.85.21 grant application they received for review contains more detailed program information as well as information about coordination and unmet needs. The application is required to be approved by the ADRC Board and the Human Services Committee. It will also be reviewed by Brown County's Transportation Coordinating before submitting to the state. Specific transportation services noted include: American Red Cross, Salvation Army, Brown County Human Services, N.E.W. Curative Rehabilitation, The Oneida Tribe, Driver Escort and Lamers Bus Lines.

Sup. Clancy moved and Mr. Pamperin seconded to approve the 2010 s.85.21 Specialized Transportation Grant. **MOTION CARRIED.**

**LEGISLATIVE UPDATE:** Mr. Diedrick noted that the provision of personal care services for people with disabilities to keep them in their own homes is still a part of the National Health Care Proposal.

**DIRECTOR'S REPORT:** Ms. Archambault stated that the ADRC was closed yesterday due to inclement weather. She reported that our emergency calling tree was implemented and it was very successful.

**GREATER WISCONSIN AGENCY ON AGING RESOURCES (GWAAR) NETWORK NOTES:** Ms. Archambault distributed copies of the proposed GWAAR Summary of their 2010-2012 Area Plan on Aging for board members to peruse. She also announced that GWAAR will be holding a public hearing on Friday, December 11, 2009, from 1:00 -2:00 p.m. at N.E.W. Curative for the purpose of review and comment on their Area Plan on Aging.

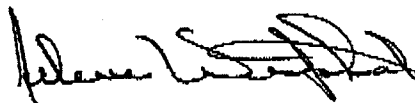
**ANNOUNCEMENTS:**

- Ms. Brown announced that N.E.W. Curative has renamed their building the "William Nystrom Center" in honor of Dr. Nystrom who served as director there for 33 years.
- Mr. Diedrick noted that Options for Independent Living renamed their building several years ago to the "David Hall Showcase Home".
- Mr. Maricque of the American Red Cross announced that the two part time Transportation Coordinator positions have been filled.

**NEXT MEETING DATE – DECEMBER 10, 2009:** The next ADRC Board of Director's Meeting will be held on Thursday, January 28, 2010, at 8:30 a.m. at the ADRC.

**ADJOURN:** Ms. Miller moved to adjourn and Ms. Finder-Stone seconded. **MOTION CARRIED.** The meeting adjourned at 9:50 a.m.

Respectfully submitted,



Arlene Westphal, Secretary

**PROCEEDINGS OF THE BROWN COUNTY  
EMERGENCY MEDICAL SERVICES COUNCIL**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Emergency Medical Services (EMS) Council** was held on Wednesday, December 16, 2009, at the Village of Ashwaubenon Board Room – 2155 Holmgren Way, Green Bay, WI.

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**Present:**           **Voting Members:** Carole Andrews, Dan Gunn, Robert Kiser, Cal Lintz, Terry Timmerman, Larry Ullmer, Kris VerVaeren, Mark Wallace.  
**Excused:**           Tom Madigan.

**Present:**           **Non-Voting Members:** Paul Casey, Ken Johnson, Joy Neville, Cullen Peltier, Eric Peterson, Steve Stroman.

**Excused:**           Jennifer Gerdmann, Al Klimek, Jim Nickel, Tom Pannke, Bonnie Parrot, Chris Sorrells, Dawn Wolfcale.

**Also Present:**    Ian Nishimoto and Other Interested Parties.

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1.    **Call Meeting to Order:**

The meeting was called to order by Chair Kris VerVaeren at 1:31 p.m.

2.    **Approve/Modify Agenda:**

**Motion made by C. Andrews and seconded by R. Kiser to approve. MOTION APPROVED UNANIMOUSLY.**

3.    **Approve/Modify Minutes of October 21, 2009:**

**Motion made by D. Gunn and seconded by C. Andrews to approve. MOTION APPROVED UNANIMOUSLY.**

4.    **Standardized Patient Worksheet Update:**

Dr. Ken Johnson, EMS Medical Director, suggested modification of the location of the GCS (Glasgow Coma Score) indicator on the form as follows: (1) the top of Page 1 remains the same; (2) remove GCS from the vitals section; and (3) on the back should be circled/initialed.

After discussion, the general consensus was that once the changes were made the form was approved.

5.    **Approval/Disapproval NWTC EMT Basic Curricula:**

Cal Lintz, NWTC EMS Coordinator, stated that there is an EMT (Emergency Medical Technician) Basic and an EMT Paramedic Advisory Group at NWTC (Northeast Wisconsin Technical College); and each year the EMS curricula need to be approved. He said he learned that approval is only needed if there is a 20 percent change in the revision; and since there is not, approval would not be needed.

Mr. Lintz explained one change in enrollment in the EMT-IT (EMT-Intermediate Technician) program. Since Wisconsin Administrative Rule does not require that an EMT Basic have affiliation with an EMT-IT ambulance service, NWTC is no longer going to require this prerequisite. Therefore, any EMT Basic would be eligible to attend the course in the interest of expanding EMT-IT licensure for those services having difficulty

recruiting EMS providers. In addition, this process will support EMT-Basic providers in enhancing their resumes.

6. **Approval/Disapproval NWTC EMT Paramedic Curricula:**

Mr. Lintz reported that there was no change in the EMT-Paramedic curriculum. He added that curricula are revised contingent on revisions in the national DOT (Department of Transportation) and Wisconsin DHS (Department of Health Services) EMS Section—approved curriculum and scopes of practice.

7. **Medical Director's Report:**

Dr. Johnson stated that at the last Wisconsin EMS Board Meeting, the State brought the biannual re-training requirements establishing the number of hours of continuing education required in each topic area of the EMT-Paramedic curriculum. Dr. Johnson said as more groups move toward in-house education, he will ask that these requirements be adhered to in an approximate fashion.

Dr. Johnson opined that Brown County is past the H1N1 virus season right now; but there may be another occurrence in the spring. He reported that there was not a stress on the system requiring a change in protocols or management during that time. He said the biggest issue was providing vaccine to everyone, which did not go very well.

Steve Stroman asked if there was information regarding the number of providers in the area who contracted the H1N1 virus. Dr. Johnson stated that it was his understanding that the amount of personnel lost was minimal and that it was not a burden for any service in the state that reported. Some attendees reported staff out of work, but no different than any other cold or flu season. Larry Ullmer added that since there was no local testing, there was no documentation identifying whether or not the virus was H1N1. Dr. Johnson estimated that about 70 percent would have been H1N1.

Mr. Ullmer and Dr. Johnson asked those present what percentage of the providers chose to receive the H1N1 vaccine. The following estimates were reported: Dan Gunn – 50 percent; Chair VerVaeren – 25 percent; Mr. Ullmer – 20 percent – and added that this was due to the late arrival of the vaccine and the negative publicity, as well as the Brown County Health Department guidelines concerning the activated vs. inactivated; Mark Wallace – 30 percent; and Robert Kiser – all except 1 person. Chair VerVaeren reported that he gave up trying to get the vaccine and just distributed the locations of the public health clinics.

Dr. Johnson reported that there are some experts who are predicting that the H1N1 virus may reoccur in the next 6 months; and he stated that if that does indeed happen, it would be important to determine which personnel had not been vaccinated. There was concern expressed that personnel would not choose to receive the vaccine again for various reasons including the recent recalls.

Dr. Paul Casey suggested explaining to personnel who are hesitant about receiving the vaccines that there were two deaths at Bellin and one young person placed on a ventilator for 3 weeks. Dr. Johnson added that the number of deaths nationally was estimated to be 10,000. He stated that although this figure is lower than the CDC (Center for Disease Control) estimated figure of 35,000 for the average influenza, the death rate affected a much younger age group.

8. **Training and Standards Work Group:**

Dr. Johnson reported that the discussion at the 12/16/09 meeting included resuscitation procedures in total based on recent changes in guidelines. He indicated that this group will start working on a protocol that looks at resuscitation from start to finish that will focus more on the concepts of CCR (Continuous Cycle Resuscitation) which is 200 compres-

sions without a pause, and de-emphasize where airway falls into that down to at least 2-3 cycles in. He said there will probably be emphasis on vascular access with emphasis on intraosseous access unless there is obvious intravenous access. Dr. Johnson said the protocol will be completely revised and brought back to this Council.

Dr. Johnson stated that he had been asked to review the inventory list of approved medications for ambulance services, which he said he would do.

Dr. Johnson invited those present to a chart review at 6:00 p.m. on December 16, 2009, at NWTC, and said airway issues would be discussed.

9. **Statewide Committees and Task Force - Reports:**

Eric Peterson reported that there is an RTAC (Regional Trauma Advisory Council) meeting tonight. Mr. Stroman added that this is a very important RTAC meeting; there is a new coordinator, Dave Taylor, and the meeting tonight will seat the next Executive Council. The meeting will begin with dinner at 5:00 p.m.

Dr. Johnson reported that there was a Trauma Triage and Transport guideline protocol that EMS agencies signed off on about 4 years ago, which STAC (State Trauma Advisory Council) has revised. He said he will distribute it once it becomes official; however, he thinks there will be no operational changes for Brown County. Mr. Stroman agreed and said the only difference was concerning the type of airway, but Brown County exceeds that mandate. Dr. Johnson said it indicates that if a patient has an unstable airway or an airway cannot be obtained, then the provider should default to the nearest facility.

Dr. Johnson stated that Wisconsin Administrative Rule HFS 110 is still in process and is currently at the rule-writer. He continued by saying there should be a hearing after that.

Dr. Johnson reported that there was a lot of discussion around FAP (Funding Assistance Program) funding and whether the current process for distribution of funds is compliant with the law. He said the attorneys are reviewing this process and there may be more to come on this issue. Mr. Lintz reported that this formula has been in place for the past 19 years; and with the present economic situation at the State level, there are other divisions in the Wisconsin Department of Health Services attempting to use those funds for other purposes.

Mr. Lintz said he now chairs the EMS Systems Development Committee. He said there are three projects to be developed by this committee: (1) EMS administration and management workshops for EMS service directors; (2) EMS recruitment and retention programs for volunteer ambulance services; and (3) support resources or workshops for EMS training officers. He distributed a survey instrument (copy attached) to be provided to each EMS agency in the state of Wisconsin to determine needs in each of the aforementioned project areas. Feedback regarding the language in the survey was requested of the members of this Council.

10. **Other Business:**

Mr. Lintz introduced Ian Nishimoto as the Associate Dean of the Division of Public Safety.

Dr. Johnson informed the Council that LaCrosse (Wisconsin) had been addressing end-of-life issues and implemented a new program regarding life-sustaining treatment. He said instead of the typical Power of Attorney for Healthcare, a one-page document was created that specifically outlines the patient's preferences. He asked for input from this Council, before work began on this, as to whether or not the Council would want him to pursue this. Dr. Casey opined that there should be a community-wide effort to make that easier, and a form like this would be perfect. Mr. Ullmer said he receives one or two phone calls quarterly asking what EMS requires for a DNR (Do Not Resuscitate) order.

He said this is very confusing, and one piece of paper would be great. Mr. Stroman agreed.

Dr. Johnson added that after implementation of this in LaCrosse, satisfaction went up and average cost of care in the last 6 months of life significantly decreased. When Chair VerVaeren asked if the State would approve this, Dr. Johnson said he did not know; but he did know that this is being done in LaCrosse and is being touted nationally as a program that should be considered. Terry Timmerman stated that California, Oregon and Washington have one legislatively mandated document that is basically used in nursing homes, CBRF's (Community Based Residential Facilities) and skilled hospice facilities. He also said the LaCrosse system has been in place for 10 years and has been approved by the State; and there are four other sites within the state using this system and two additional sites in Fox Valley that will start implementing this. Mr. Timmerman opined that it was a good idea to pursue, and Chair VerVaeren agreed.

Dr. Johnson will bring the form back to this Council for further discussion and consideration. He stressed that this is entirely voluntary, and the purpose is for the patient to inform those involved of the patient's desires. Dr. Casey requested that there be a public relations campaign concerning this to make it readily available.

11. **Public Comment and Such Other Matters as Authorized by Law: None.**
12. **Next Meeting – February 17, 2009 1:30 p.m.**
13. **Adjourn:**

**Motion made by R. Kiser and seconded by M. Wallace to adjourn at 2:13 p.m.  
MOTION APPROVED UNANIMOUSLY.**

Respectfully submitted,

Lisa Alexander  
Recording Secretary



**Wisconsin EMS Advisory Board  
EMS Systems Development Committee**

**Survey for EMS Providers in Wisconsin**

The membership of the EMS Systems Development Committee of the Wisconsin EMS Advisory Board has been tasked with developing programs that serve to improve the ambulance operations within EMS systems in Wisconsin.

For the future, the EMS Systems Development Committee will be developing specific programs to support EMS providers in the administration and management of their respective ambulance services.

The following projects assigned to the EMS Systems Development Committee reflect the themes of the programs that will be developed to provide reference materials and resources for EMS providers:

- 1) Guidelines for EMS Directors/Managers/Supervisors - Administration and Management of Ambulance Operations in WI EMS Systems
- 2) Concepts for Recruitment and Retention of EMS Providers in Wisconsin
- 3) Guidelines for EMS Training Officers - EMS Education and Training

In the interest of developing reference and resource materials for each of the above-mentioned programs, it is necessary to determine the needs of ambulance services, EMS managers/supervisors and EMS providers in each of these project areas.

In the interest of ensuring these needs are appropriately addressed, the membership of the EMS Systems Development Committee is requesting that EMS managers/supervisors and EMS providers complete the attached survey prior to January 31<sup>st</sup>, 2010.

If you have any questions regarding this survey, please feel free to contact any member of the EMS Systems Development Committee listed in the attached directory.

Cal Lintz, Chair  
EMS Systems Development Committee  
WI EMS Advisory Board

**DEMOGRAPHICS of AMBULANCE OPERATIONS:**

Name of ambulance service:	
Location of ambulance service:	
Level of ambulance service:	
# of EMS providers assigned:	
# of EMS calls per year:	

**SURVEY INFORMATION: Guidelines for EMS Directors/Managers/Supervisors - Administration and Management of Ambulance Operations in WI EMS Systems**

SURVEY QUESTION	Yes/No	Description/Explanation
1. Is there a management/supervisory structure within your ambulance service?	<input type="radio"/> Yes <input type="radio"/> No	
2a. Describe the roles/responsibilities of the EMS service director.		2a.
2b. Describe the roles/responsibilities of any EMS managers or supervisors.		2b.
3a. Is the EMS service director of your ambulance service appointed or elected?	<input type="radio"/> Yes <input type="radio"/> No	
3b. Or does the EMS service director volunteer for this position?	<input type="radio"/> Yes <input type="radio"/> No	
4a. Does the EMS service director and/or EMS supervisors in your ambulance service receive formal administration/management or leadership training?	<input type="radio"/> Yes <input type="radio"/> No	
4b. If no, is all administration/management training accomplished "on-the-job"?	<input type="radio"/> Yes <input type="radio"/> No	
5. If available, would you or your EMS supervisors attend or complete a formalized EMS administration and management educational program?	<input type="radio"/> Yes <input type="radio"/> No	
6a. If yes to #5, what areas of EMS administration and management are most critical to your duties?		
6b. If yes to #5, what educational format would best accommodate the educational process for you?		<input type="radio"/> DVD or web-based (self-instruction) <input type="radio"/> Live presentation (workshop format)

**SURVEY INFORMATION: Concepts for Recruitment and Retention of EMS Providers in Wisconsin**

SURVEY QUESTION	Yes/No	Description/Explanation
1. Do you currently maintain sufficient staffing for your ambulance operations?	<input type="radio"/> Yes <input type="radio"/> No	
2a. Does your ambulance service currently need additional EMS providers?	<input type="radio"/> Yes <input type="radio"/> No	
2b. Does your ambulance service currently have a 'waiting list' for EMS providers?	<input type="radio"/> Yes <input type="radio"/> No	
3a. If yes to #2a, does your ambulance service recurrently recruit for volunteers?	<input type="radio"/> Yes <input type="radio"/> No	
3b. If yes to #2a, what efforts fail or succeed in the recruitment process?		3b.
4a. Would your ambulance service welcome the resources for a formalized recruitment and retention program?	<input type="radio"/> Yes <input type="radio"/> No	
4b. If yes to #5, what educational format would best accommodate the educational process for you?		<input type="radio"/> DVD or web-based (self-instruction) <input type="radio"/> Live presentation (workshop format)
5. Does your town/village/city administration and the community support your recruitment efforts?	<input type="radio"/> Yes <input type="radio"/> No	

**SURVEY INFORMATION: Guidelines for EMS Training Officers - EMS Education and Training**

SURVEY QUESTION	Yes/No	Description/Explanation
1a. Does your ambulance service maintain an EMS Education/Training Officer?	<input type="radio"/> Yes <input type="radio"/> No	
1b. If yes, what are the responsibilities?		1b.
2a. Does your ambulance service deliver in-house EMS continuing education?	<input type="radio"/> Yes <input type="radio"/> No	
2b. If yes to #2a, is the in-house EMS CE for NREMT certification? For squad meetings?	<input type="radio"/> Yes <input type="radio"/> No	2b.



**SPECIAL MEETING  
MINUTES  
BROWN COUNTY HOUSING AUTHORITY  
Thursday, December 17, 2009  
City Hall  
100 N. Jefferson Street, Room 604  
Green Bay, WI 54301  
10:30 a.m.**

**MEMBERS PRESENT:** Darlene Hallet-Chair, Michael Welch-Vice Chair (via teleconference) Rich Aicher.

**MEMBERS EXCUSED:** Paul Kendle, Tom Diedrick

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Rob Strong, Robyn Hallet, Jacob Lopez, Kristin Byrne (media), Patrick Sheppard (media), David Dolan-Wallace (GBHA-Chair), Daniel Slater (GBHA), and Ald. Piton (GBHA), Molly Barron, Dave Johnson, Ray Kurth.

**OLD BUSINESS:**

1. Discussion and possible action on Freedom House's request for financial assistance.

D. Hallet called the Brown County Housing Authority meeting to order.

D. Dolan-Wallace called the Green Bay Housing Authority meeting to order.

R. Hallet explained that Robyn Davis from Freedom House was set to make a presentation to both Authorities on December 9, 2009, but the meeting had to be rescheduled because of the snow storm. At about 4:00 p.m. yesterday, she realized that Robyn Davis had not been informed of the rescheduled date for the presentation and due to prior commitments, was unable to attend today and sends her apologies.

R. Hallet stated that she and R. Strong had spoken to R. Davis on the phone on December 7, 2009, to obtain additional information in addition to what has been provided in the agenda packet. She stated that if anyone had any questions, she would try to answer them.

R. Hallet stated that the handout provided by Freedom House shows shortages/overages for the following months:

December 2009	-\$11,410.00
January 2010	-\$6,880.00
February 2010	+\$184.00
March 2010	-\$9,541.00

R. Hallet stated that when she spoke to R. Davis yesterday, their fundraiser with Barb's Center for Dance was very successful and they made more money than they anticipated. Approximately \$15,000.00 was raised through that fundraiser and R. Davis believes that those funds will take them through the month of December. Freedom House is still looking for help starting in January 2010.

R. Aicher asked if Freedom House had mentioned anything about restructuring their long term debt payment on their mortgage. The annual principal payment is significant and if they could get some relief on that, it would help them out on the short term basis as well.

R. Hallet stated that R. Davis did not mention anything regarding that.

D. Hallet stated that R. Davis mentioned at the last meeting of the Brown County Housing Authority that the end of the year usually brings in more donations because people are looking at funding for the end of the year.

R. Hallet stated that R. Davis did include that when she provided the figures for the handout.

Ald. Piton stated Freedom House is a good cause and is one of the few places that people with kids can go when they need a place to stay. If the Green Bay Housing Authority has the ability to help Freedom House through a rough patch, he does support that. His concern would be if it were an ongoing obligation. It seems to him that the help the Housing Authorities could provide would give Freedom House the time to get the fundraising efforts going.

R. Aicher stated that it appears Freedom House's annual budget is around \$600,000.00. Based on the monthly expenses and projected income, the \$60,000.00 would fit right into a \$600,000.00 annual budget.

Ald. Piton stated that while it would be helpful to know if Freedom House is looking into restructuring their long term debt, it seems that the Director is doing the right things to keep this organization serving the needs of the community.

R. Aicher stated that he personally would like to know the answer to the restructuring of the long term debt because it was previously presented to the Authority.

D. Hallet stated that she knows R. Davis has been actively pursuing donations from the community.

R. Hallet stated that the handouts provided by Freedom House show what funds they believe they will be receiving. From her discussion with R. Davis, Freedom House estimated these numbers on the low end so that they could be sure that they are meeting the minimum budget.

M. Welch stated that from what he sees, the shortfall total through March would be approximately \$12,600.00 instead of \$60,000.00.

R. Hallet stated that in the discussion she had with R. Davis over the phone, R. Davis was confident that Freedom House would be viable going forward. They have a lot of different efforts to raise funds that they are just starting on. Once these things get rolling, they feel they will be able to get a lot more money in from donations and fundraising efforts. They are just looking for assistance to get past this difficult time.

R. Strong stated that if the Authorities did want to provide financial assistance, it could be structured to not exceed a certain amount and for only a certain time frame. The Authorities could also ask that after a certain amount of time, that Freedom House give an update on its fundraising efforts and where they stand financially. He did make it clear to R. Davis that the Authorities did not want their funding to become a maintenance fund and for Freedom House to count on it every year. This would be just to get Freedom House through this rough time and then they would be on their own after that.

Ald. Piton stated that to him, the worst case scenario is that Freedom House will stay open another six months and we spend money to make that happen. Hopefully within those six months Director Davis can reshape the organization and finances in such a way so that Freedom House can thrive.

R. Strong stated that the five year plans for both the Green Bay Housing Authority and the Brown County Housing Authority have identified family need as a mission. He does not believe that doing this would be setting a precedent and both Authorities are staying within their five year plan.

R. Aicher stated that he felt that there needed to be accountability on a monthly basis. If there is a month where they have more funds than they had predicted, then the amount of funds needed from the Authorities would shrink accordingly. He would like to see a report each month of the finances they have, the expenditures, and what effort is being done to bring money in to Freedom House.

D. Hallet stated that a question she would have liked to ask R. Davis is what happens to the families after they are helped through Freedom House.

R. Hallet stated that Freedom House's goal is to get the families that utilize their services to a point where they are able to provide for themselves living independently. She read from the materials previously provided by Freedom House which state that adult residents are required to attend budget/finance classes, basic parenting classes, job skills training, computer classes and other optional classes. D. Slater also reiterated the life advancement services Freedom House provides its residents.

R. Strong stated that from what he knows about Freedom House and their programs, they do a pretty good job of helping families become independent. They don't just shelter them for a period of time and then turn them loose. They have a high success rate with families not needing to return to Freedom House.

R. Hallet stated that R. Davis is willing to come back in January if the Authorities would rather not make a decision today. R. Hallet stated that she feels badly because staff did not notify R. Davis of the meeting today and also, she doesn't want to inconvenience the commissioners by having to schedule another meeting.

D. Hallet stated that Freedom House seems to have enough funds for December so maybe having R. Davis come back in January would be a good idea.

Ald. Piton stated that the piece that is missing for him is what is in their checking account right now.

R. Hallet responded that when she and R. Strong spoke with R. Davis on December 7<sup>th</sup>, they did ask her that and at that time they had \$7,600.00 in their checking account and \$1,400.00 in their savings account. R. Davis also stated that they have another account, which has money that is specifically used for a future project. They would like to build a duplex to provide transitional housing to families. They have done a lot of fundraising for this particular project and have raised a significant amount of money. They partnered with Merrill Lynch for this fundraising and they currently have over \$119,000.00 in that fund. Merrill Lynch did agree that they could draw from those funds if it became a necessity to keep their doors open. The Board for Freedom House is truly dedicated to this duplex project and would like to leave that option as a last resort.

Both Authorities agree that what needs to be decided is the amount needed, how it would be split between the two Authorities, and how long would this need be for. The idea of creating a temporary account and having Freedom House inform the Authorities every month of how much they need to draw to fund the existing operation and not any growth of the organization is something both Authorities agree on. The Authorities agree that this is a one time effort on their part.

M. Welch questioned what the timeframe would be.

R. Hallet stated that the money they just made from the fundraiser with Barb's Center of Dance is designed to add to their year long budget and not just to cover one month. However, that money is available if necessary to get through this month.

F. Aicher suggested looking at a cap for how much money the Authorities would give to Freedom House and for what period of time.

F. Strong stated that what he is hearing is that the Authorities are interested in continuing to look at this request from Freedom House. They would like to hear from R. Davis again and have a twelve month budget laid out estimating their shortfalls and showing what they are planning to do over the next twelve months. Also, the Authorities would like to have an answer on the restructuring of their bank loan.

F. Hallet stated that Freedom House has hired someone to work on fundraising and grants. They are updating their website so that people are able to donate

online more easily. They are doing a lot of different things that make it sound like the future is going to look a lot better for them.

R. Strong stated that the Green Bay Housing Authority has approximately \$600,000.00 of unrestricted bond funds. He stated that later in this meeting staff is going to ask the Green Bay Housing Authority to obligate approximately \$200,000.00 as a cushion for a project that is ongoing and that would reduce the amount available to \$400,000.00.

A motion was made by Ald. Piton and seconded by Daniel Slater for the Green Bay Housing Authority to pay 30% of the amount to be provided by the GBHA and BCHA up to a maximum of \$30,000.00, to be spent over the twelve months of 2010 for shortages to fund the existing operation of Freedom House based on their need monthly, with a monthly report provided to the Authorities for at least the first quarter of 2010. Motion carried.

M. Welch stated that Freedom House needs to understand that this is a short term source of funding.

R. Strong stated that a statement to that effect could be put into the agreement so that there is no misunderstanding.

A motion was made by M. Welch and seconded by R. Aicher supporting the action made by the Green Bay Housing Authority but that they would like additional information from Freedom House such as the restructuring of their long term debt. If Freedom House is acceptable to this, the Brown County Housing Authority is very interested in continuing to look into this request. Motion carried.

A motion was made by R. Aicher and seconded by M. Welch to adjourn the special meeting of the Brown County Housing Authority at 11:30 a.m. Motion carried.